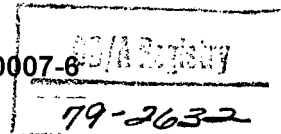


Administrative - Internal Use Only



DIRECTOR OF CENTRAL INTELLIGENCE

STAT

7 August 1979

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT: Mileage Reimbursement for Directed
Secretarial Weekend Overtime

1. I have been informed that mileage reimbursement for directed secretarial weekend overtime is not authorized. I have also been informed that reimbursement is authorized under the same circumstance for bus or taxi fare.

2. [REDACTED] (JAEIC) is responsible for publishing statements on [REDACTED] and often it is necessary to do so on weekends. The assistance of a secretary is essential. In this instance commercial bus transportation is not available and taxi fare would be exorbitant. At the same time, with gasoline at \$1.00 per gallon, overtime payments alone hardly compensate secretaries for the few hours of weekend work normally required.

25X1

3. Should we suggest that secretaries use taxis regardless of the fare or can we more realistically authorize mileage for the necessary distance travelled?

STAT

[REDACTED]
Executive Secretary

Administrative - Internal Use Only

SECRET

Approved For Release 2005/12/14 : CIA-RDP83-00156R001100030007-6

STAT

- (6) The Capital Rate: \$3.00 (Round Trip)

Applies to the area northwest of the Anacostia River and within or on the following boundaries:

R Street NW.
7th Street NW. and SW.
Florida Avenue NW. and NE.
11th Street NE. and SE.

- (b) One-half of the round trip rate will be allowed for a one-way trip.

- (5) The following round trip distances will be used to compute transportation claims for POV travel between the Agency buildings and the locations listed:

ROUND TRIP DISTANCES BETWEEN:			
THESE LOCATIONS	and	AGENCY BUILDINGS IN:	
	Langley	Rosslyn	Washington, D.C.
NSA, Ft. Meade, Maryland	69	55	49
Ft. Holabird	103	89	83
Edgewood Arsenal, Maryland	151	137	131
Aberdeen Proving Grounds, Maryland	168	154	148
Ft. Detrick, Maryland	83	97	103
Annapolis, Maryland	103	74	68

- (6) When an employee who is officially ordered to work outside his regular working hours at his post of duty must use public transportation for travel between office and home during hours of darkness or infrequently scheduled public transportation, he may be reimbursed for the usual taxicab fares, including tips, paid for such travel, subject to authorization or approval by an approving officer.

- (7) For travel by employees who have been granted a Transportation Allowance,

- (8) Reimbursement of expenses for local transportation may be received from the imprest (petty cash) fund in the employee's component or may be claimed on Form 2646, Claim for Reimbursement for Petty Cash Expenditures.

c. EXCEPTIONS

- (1) DETAILED MILITARY PERSONNEL.
- (2) CONTRACT PERSONNEL. Travel expenses for personnel serving the Agency under contract will be allowed in accordance with the provisions of their contracts

- (4) NONOFFICIAL COVER. Travel expenses for staff personnel under non-official cover will be allowed in accordance with this regulation unless specific deviation is authorized in the Supplement to the Official Personnel Action.

- (5) EMERGENCY, UNUSUAL, OR ADDITIONAL PAYMENT. The Deputy Director for Administration may authorize or approve any emergency, unusual, or additional payment and waive time limitations when necessary or expedient, if allowable under existing authority (including whether or not specifically provided for by this regulation).

→ Revised: 2 September 1969 (470)

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

4.1

STAT

STAT